



Secretary of State
Business Programs Division

Business Entities, 1500 11th Street, 3rd Floor, Sacramento, CA 95814

Limited Liability Company (LLC) - Document Filing Request Form

This document is being processed for: (Please type or print legibly.)

Name: _____

Date: _____

Address: _____

Phone #: _____

City/State/Zip: _____

Return Method:

Attn: _____

☐ Mail Back ☐ Pick Up

Limited Liability Company Name: (Please type or print legibly.)

Special Instructions:

- In addition to the required filing fee, a \$15.00 special handling fee is applicable for processing a document delivered in person at the public counter. The document, along with the filing and special handling fees, can be dropped off and will be processed in priority over documents submitted by mail. Since processing times will vary, the "Mail Back" box can be checked to have the filing response returned by mail to the address provided above.

Note: If neither the "Mail Back" nor "Pick Up" box is checked, the filing response will be returned by mail.

- The \$15.00 special handling fee must be remitted by separate check for each submittal and will be retained whether the documents are filed or rejected.
- Please make both checks payable to the Secretary of State.
- If the document has been previously rejected, please include a copy of this request form upon resubmittal.

Secretary of State Use Only

Legal Review Notes:

()	LLC - CA/FGN	\$ 70.00		
()	AMENDMENT - CA/FGN	\$ 30.00		
()	RESTATED - CA	\$ 30.00		
()	CORRECTION - CA/FGN	\$ 30.00		
()	DISSOLUTION - CA	NO FEE		
()	CANCELLATION - CA/FGN	NO FEE		
()	CONTINUATION - CA	\$ 30.00		
()	CONVERSION - \$30, \$70 or \$150	\$ _____		
()	MERGER - between LLCs	\$ 70.00		
()	MERGER - between LLCs & OBEs	\$150.00		
()	AGENT RESIGNATION - CA/FGN	NO FEE		
()	PAGES	() CERTIFY	\$ _____	
()	CERTIFICATE OF GOOD STANDING			\$ _____
()	CERTIFICATE OF FILING			\$ _____
()	SPECIAL HANDLING FEE			\$ 15.00

☐ CK ☐ MO
☐ CC ☐ CASH

TOTAL DUE \$ _____
AMT REC'D \$ _____

ACCTG. _____

REFUND \$ _____